

**How to stay safe on-line
by covering your
Internet Activity**



HOW TO CLEAR YOUR BROWSER'S CACHE, COOKIES AND HISTORY

Whenever you visit websites, your browser keeps track of all your steps.

Cache

Your web browser stores copies of the graphics contained in the pages you visit into a local folder on your computer's hard drive, called Cache, in order to accelerate the display of these pages. It is indeed faster to load an image from your computer's hard drive than from the Internet, hence the interest of storing local copies of the webpages on your computer. It is especially helpful with slow connections such as dialup. However, these pages can be easily reviewed by anybody who has access to your computer, by simply finding that cache folder and displaying its content.

History

Your web browser also stores a history of the pages you visit on the Internet. It can be convenient for you, if you want to find a website that you visited a couple of days before. However, anyone can see exactly which pages you visited, and visit them by simply clicking on their name in the history panel.

Cookies

Companies like to know what people do when they visit their website (which pages they go to, what their preferences are, etc.), and more often than not, they resort to cookies to track your activity on their site, and to remember you next time you visit their site. Cookies are little text files stored on your computer, that collect information about your profile, and give it back to the website next time you visit it. It is a great feature sometimes, since it remembers useful information that you do not have to re-enter everytime, such as your country, your login, your personalized options and so on. However, you might not want to have websites collect all this information about you. Cookies are not harmful, but they can be an annoyance for you, and invade your privacy.

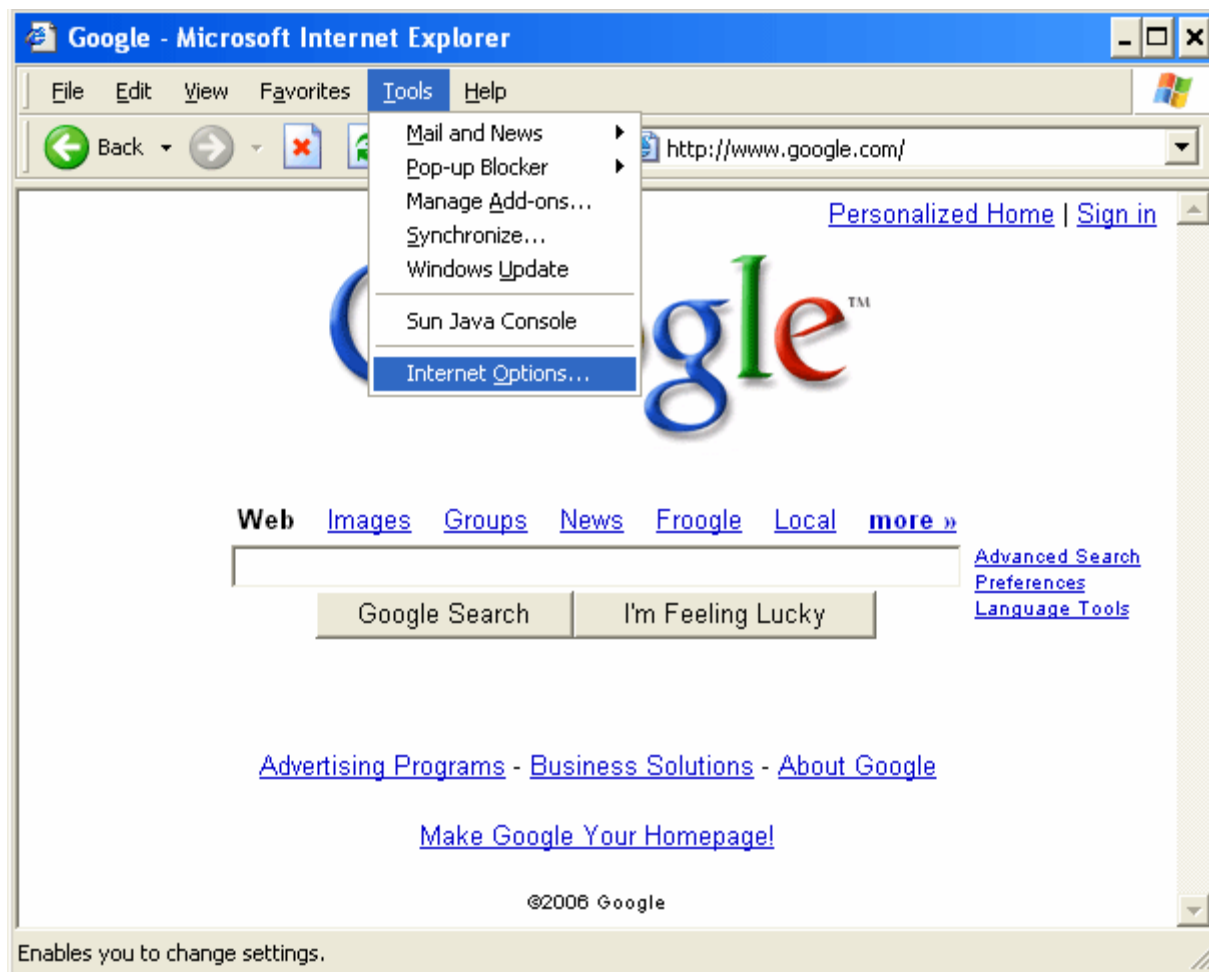
Don't panic!

Even though your computer stores all this information about your web activity, it is fairly easy to remove it all, by clicking on a couple of buttons. Of course, as soon as you go back online, your browser will start collecting data again, until next time you remove your tracks.

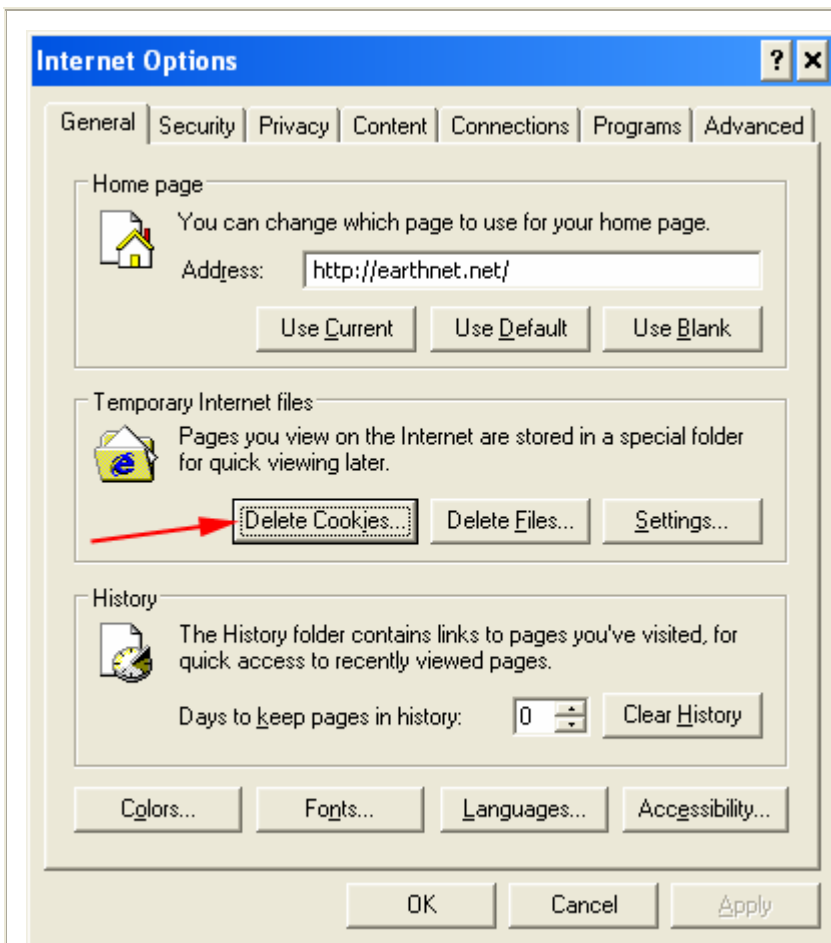
How do I clear all that? Here are instructions if you use – Internet Explorer, Mozilla Firefox, NetScape or Safari.

Internet Explorer

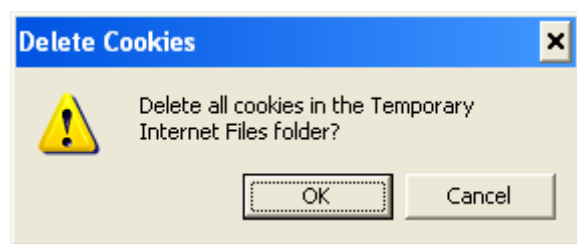
1 - Open **Internet Explorer**, and go to the **Tools** menu. Select the last entry called **Internet Options**:



2 - You should see the following dialog box. Make sure you are under the **General** tab:

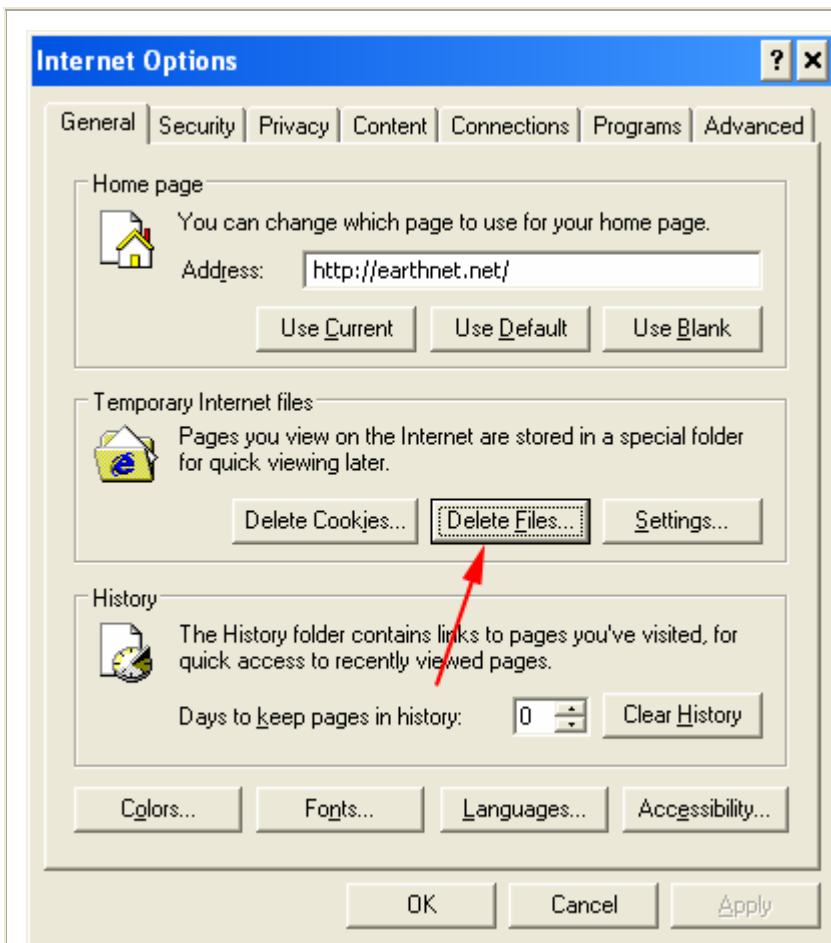


To delete the Cookies, click on the **Delete Cookies...** button. This will open the following dialog box:

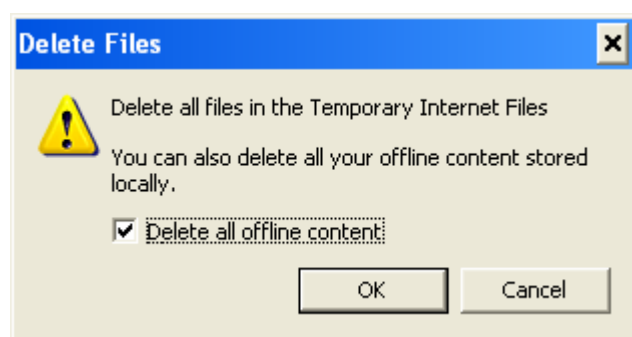


Click **OK** to confirm. You should now be back on the **Internet Options** screen.

3 - Delete the Cache:

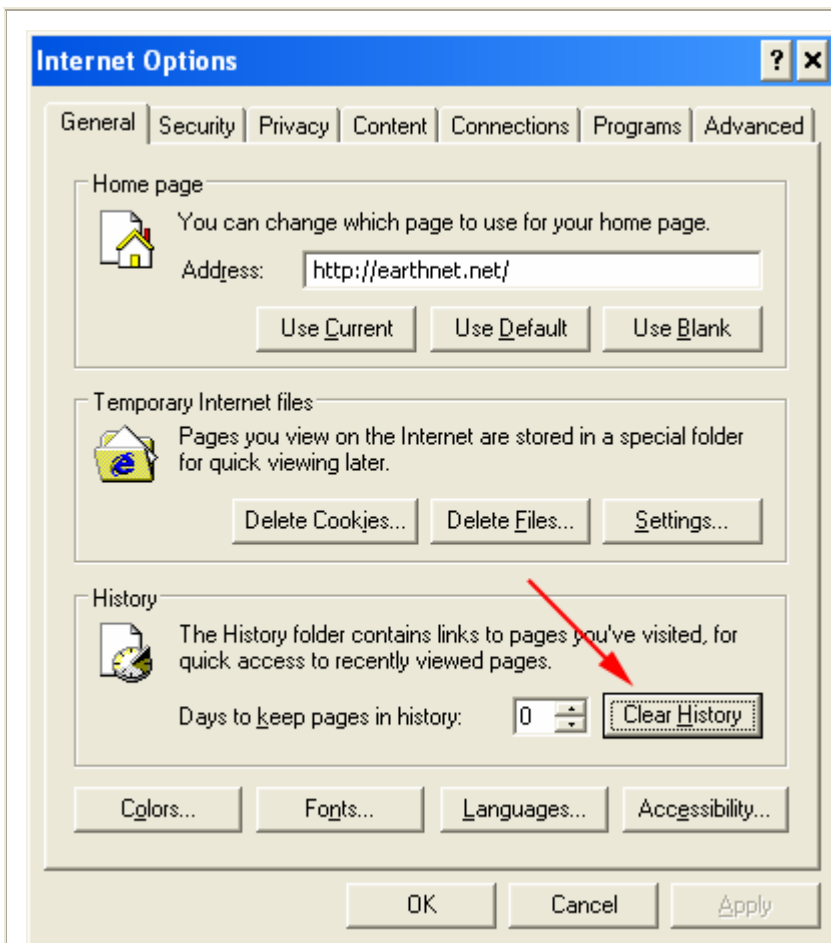


To delete all files in the cache, click on the **Delete Files...** button. You will be prompted as follows:

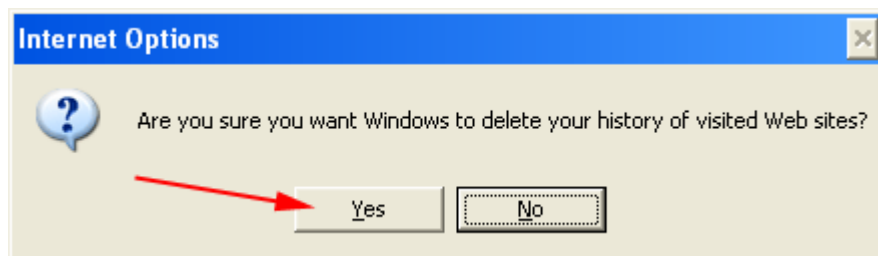


Check the box that says **Delete all offline content** and click the **OK** button to confirm.

4 - Clear the history:



Click on the **Clear History** button. Here's the windows that will pop-up:



Click **Yes** to confirm.

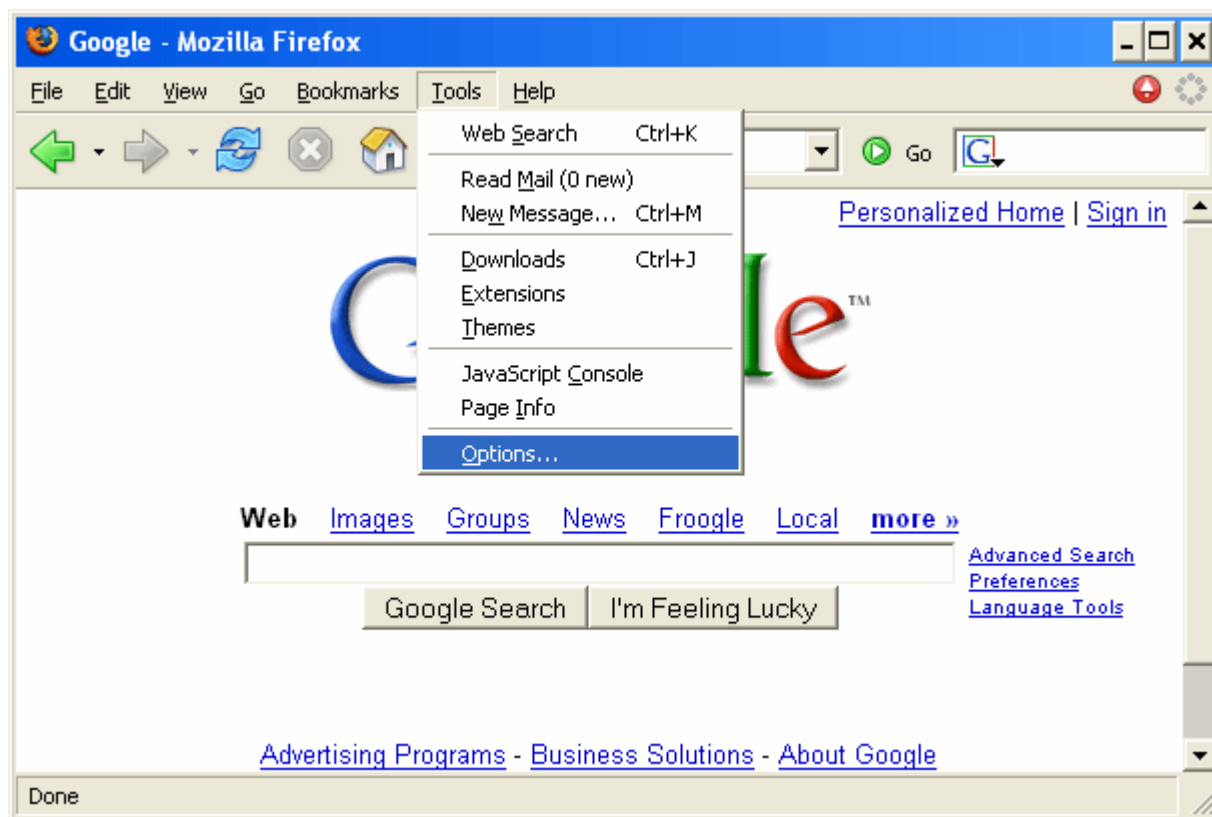
You can also set the number of **days to keep pages in history** to **zero**, which will turn off the history feature all together (this way, you won't have to clear it anymore).

5 - Click **OK** when you are done.

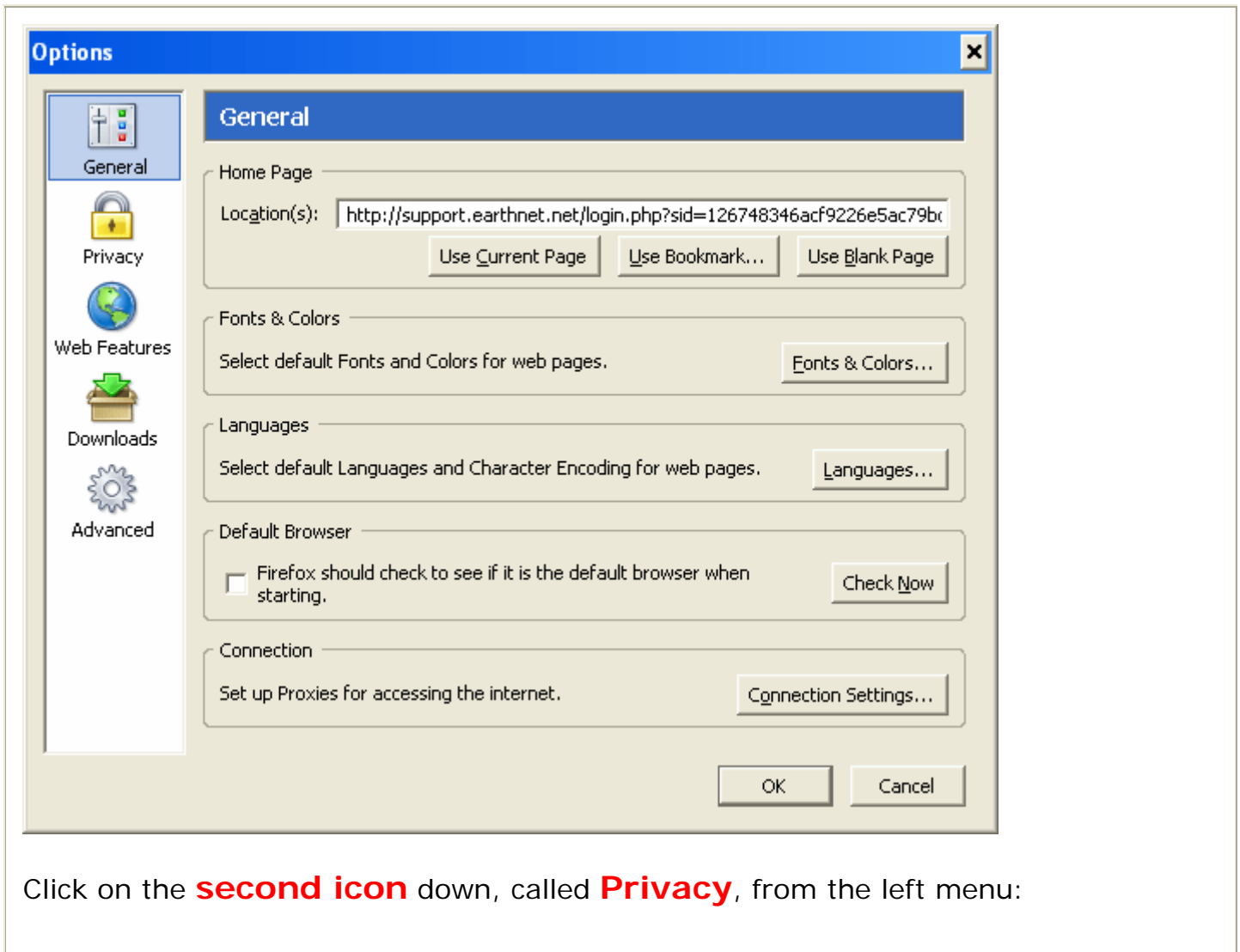
MOZILLA FIREFOX

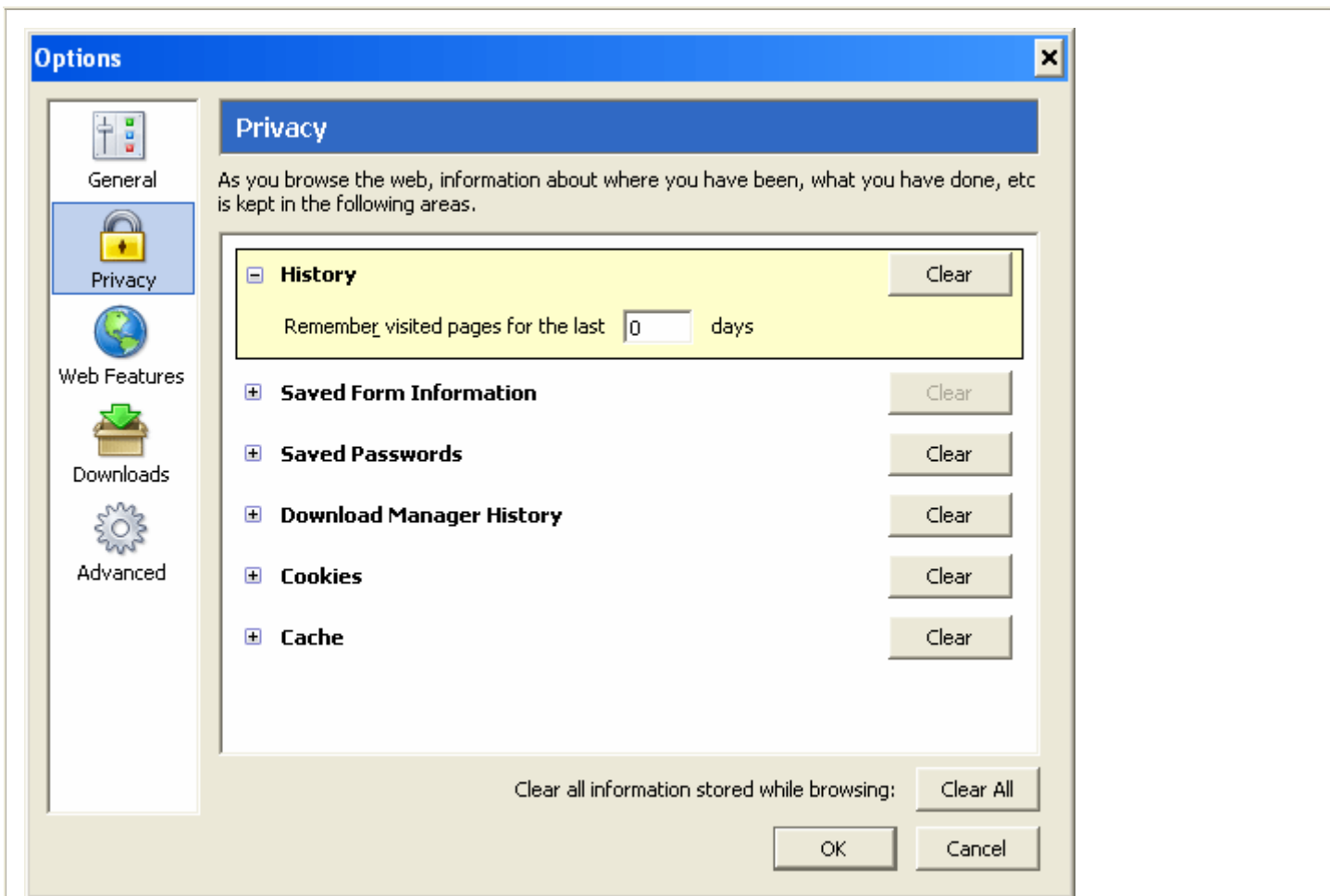
Clearing your online activity tracks on Firefox is an easy, one-step task.

1 - Open **Firefox**, go to the **Tools** menu and choose **Options**:



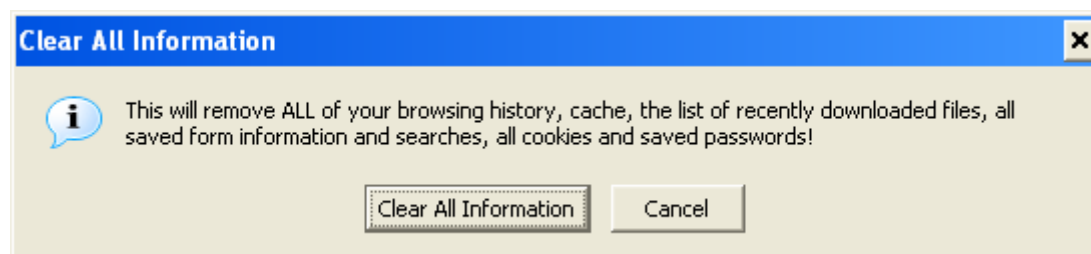
2 - The following dialog box will open:





Simply click on the **Clear** buttons next to the desired area (History, Saved Form Information, etc.).

You can also simply click on the **Clear All** button located in the lower right-hand corner, to **clear all the areas at once**. If you do so, you should see the following warning:

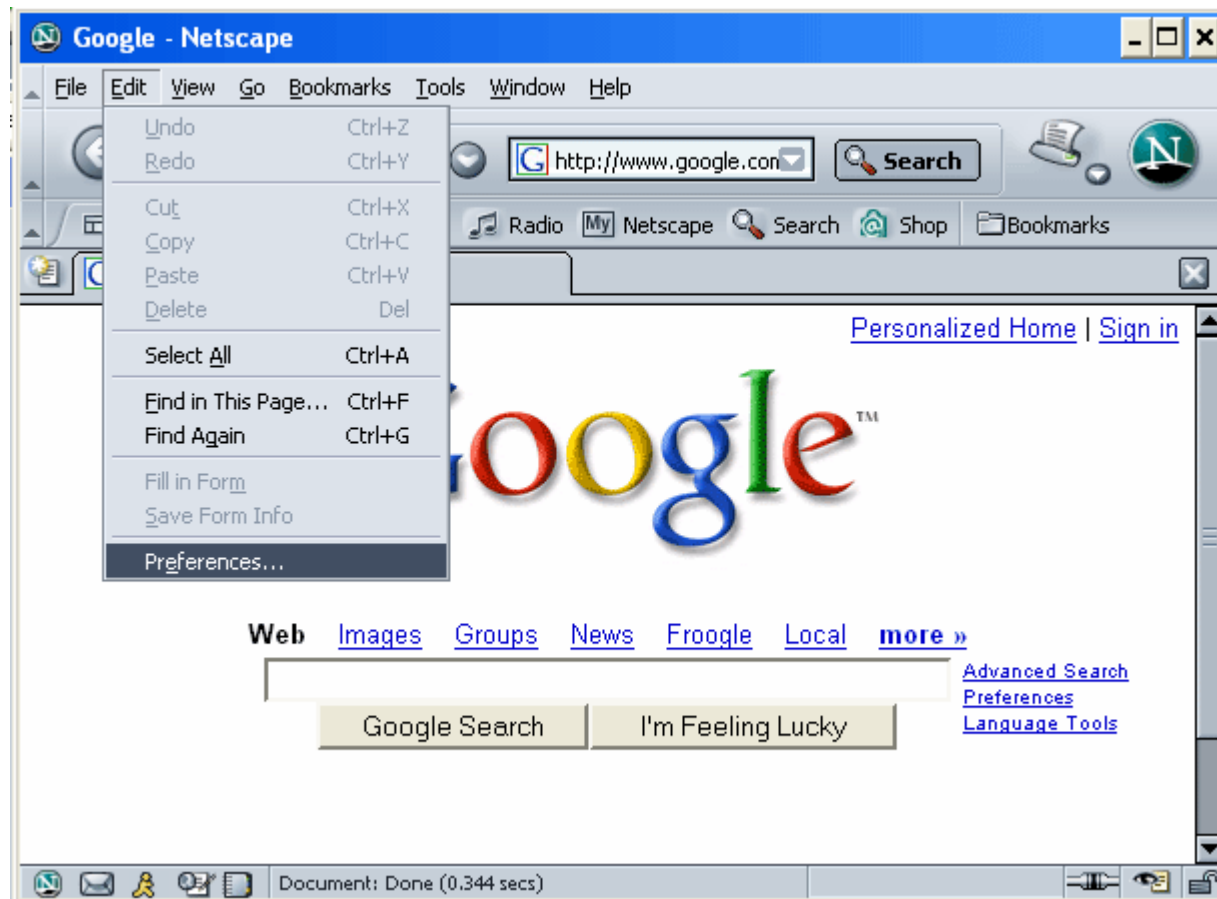


Read it carefully and click **Clear All Information** if you agree, or **Cancel** if you prefer to do it step by step, using the Clear buttons above.

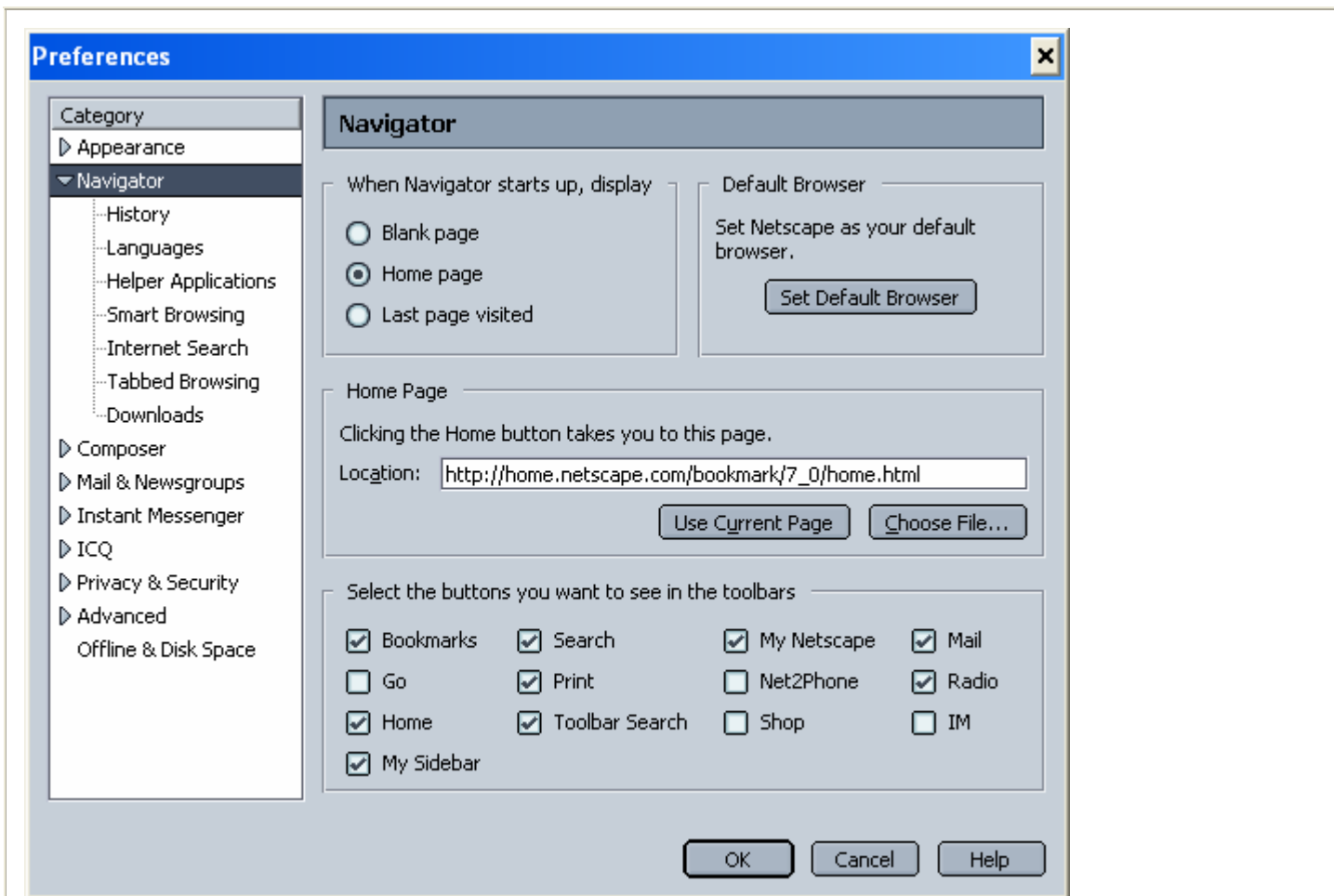
Click the **OK** button when you are done.

NETSCAPE

1 - Open **Netscape**. Click on the **Edit** menu and choose **Preferences**:



2 - You should see a page like this:

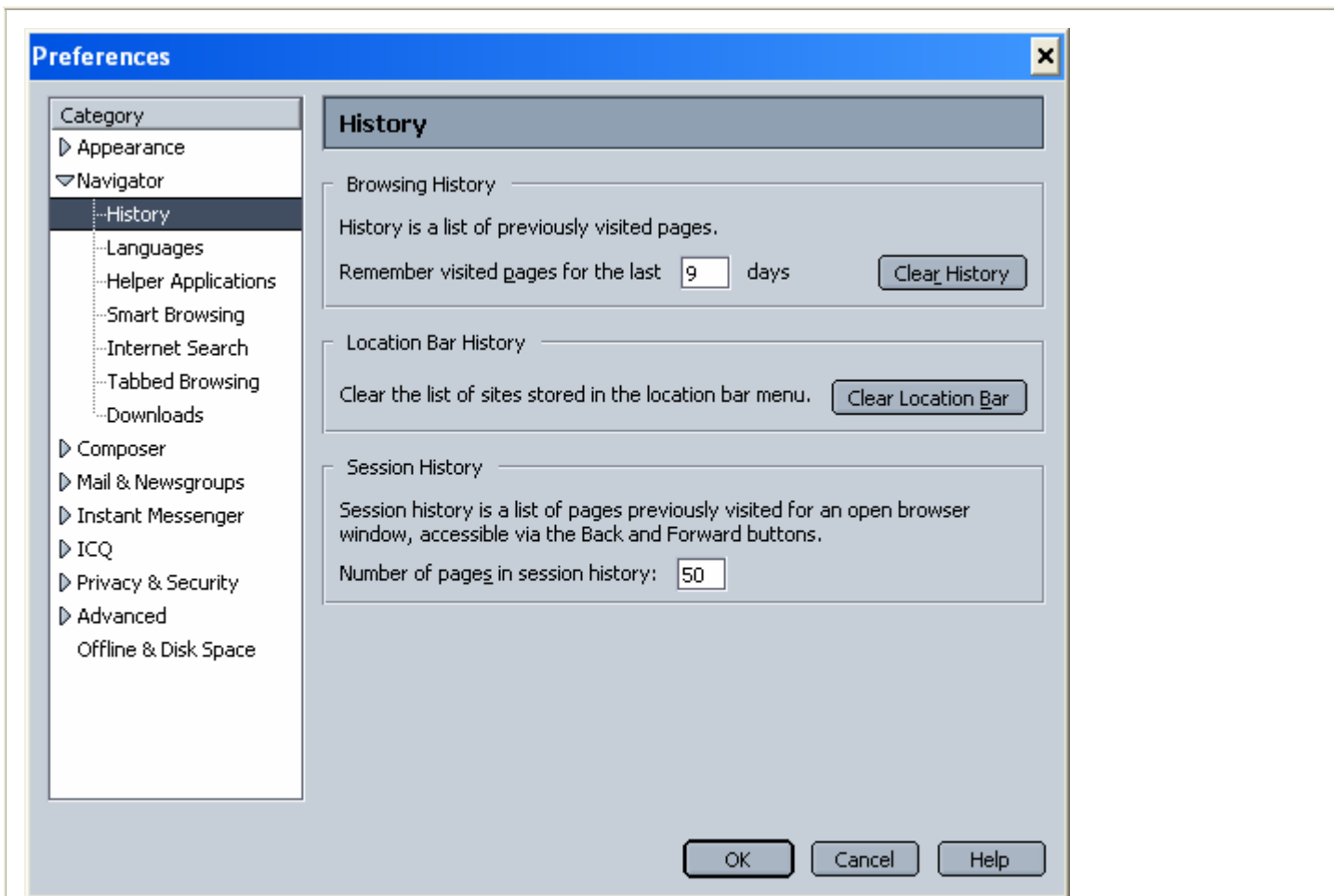


Observe the left panel called **Category**, this is the panel we will be using the most to find where to go to clear all the settings. Notice how you can **expand or collapse each category** by clicking the little arrow in front of the category name. If the arrow is pointing down, the sub categories are shown, if the arrow is pointing left, they are collapsed.

3 - Clear the History

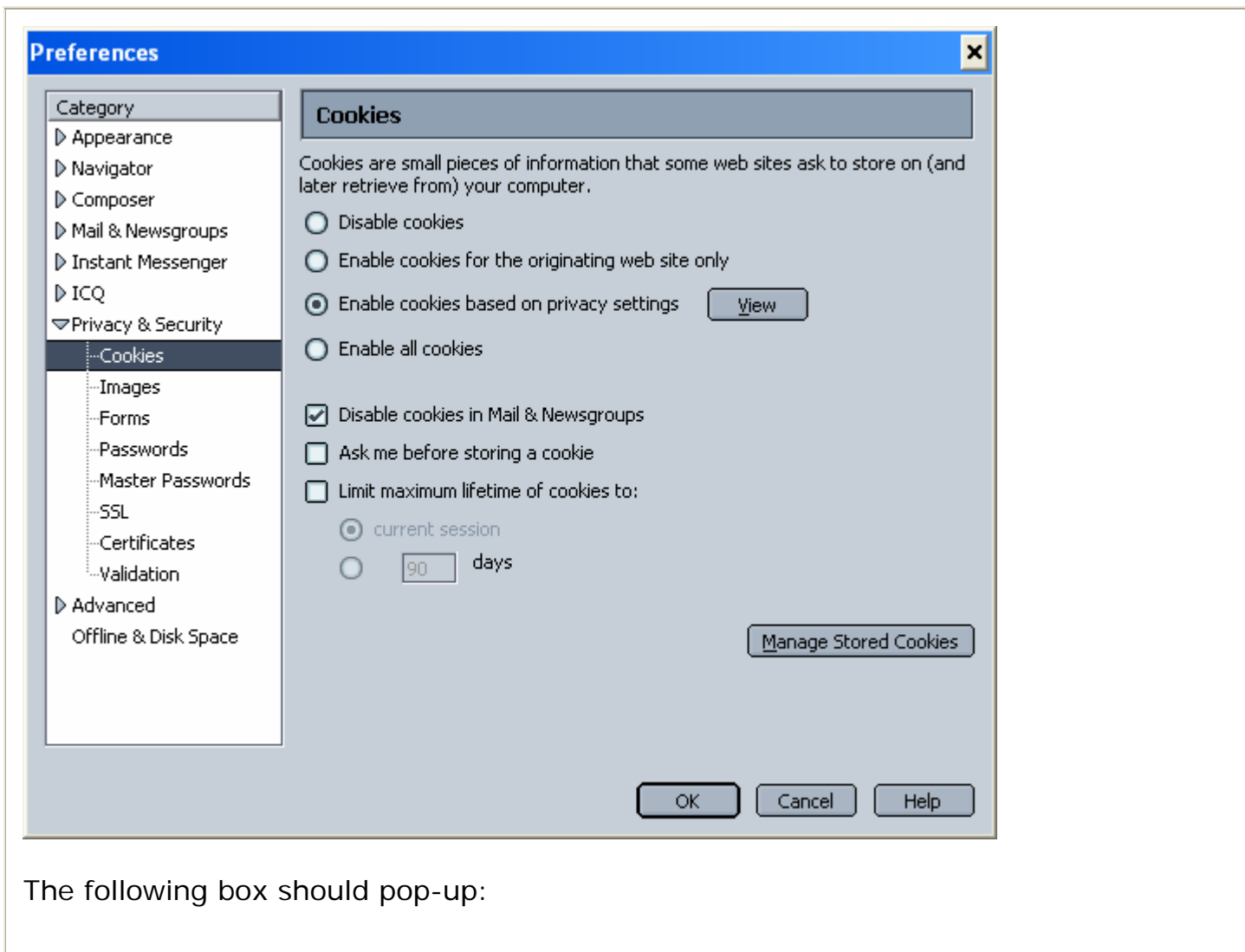
To **clear the history**, click on the **History** sub-category, under the **Navigator** category, and click on the **Clear History** button.

You can also click on the **Clear Location Bar** button, to clear the websites addresses from your location bar menu.

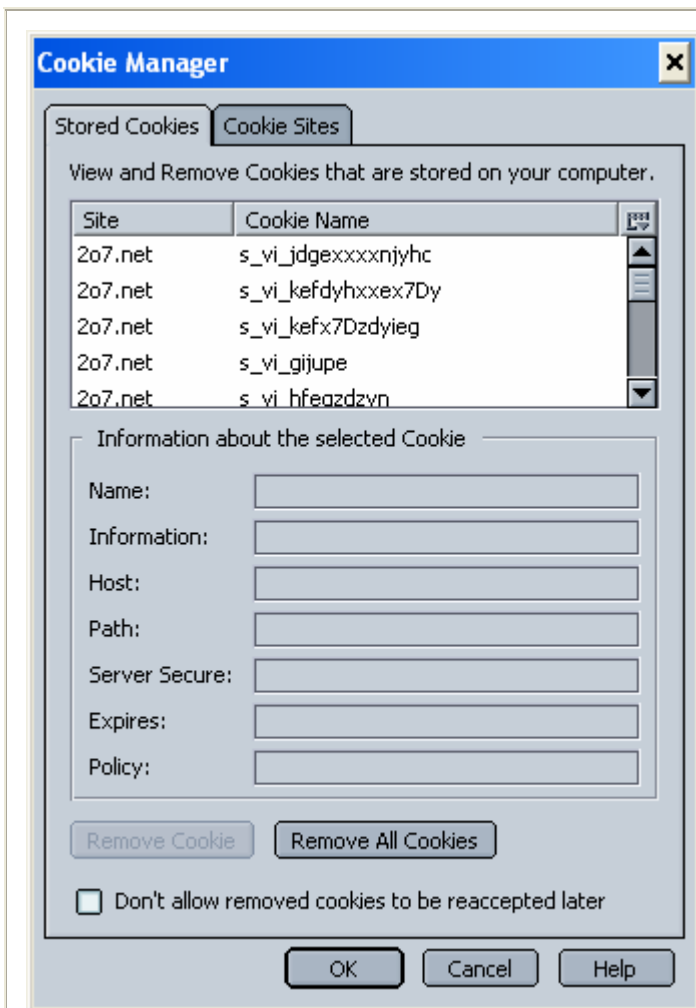


4 - Clear the Cookies

To **clear the cookies**, click on the **Privacy & Security** category, then on the **Cookies** sub-category. Now click on the button called **Manage Stored Cookies**.



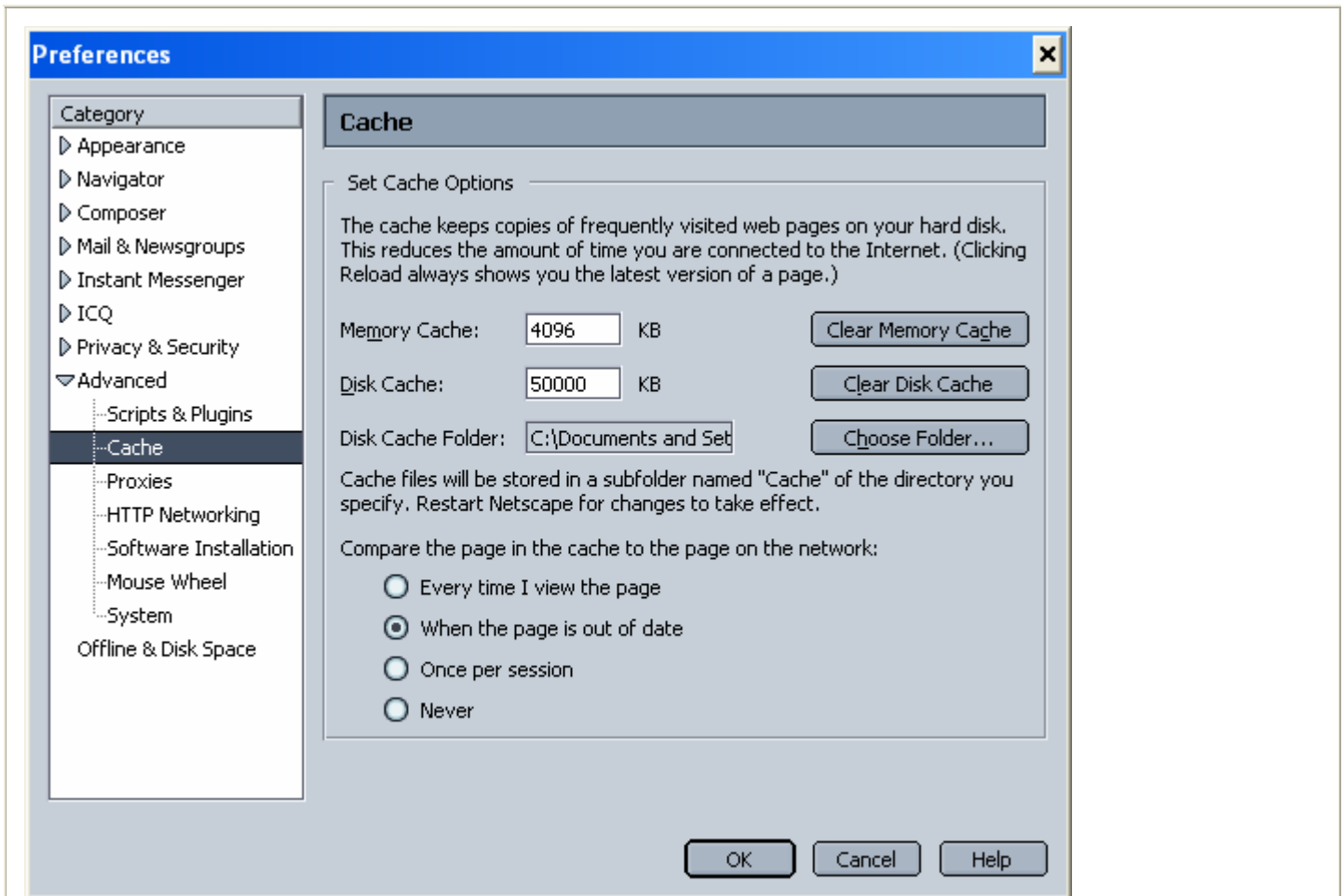
The following box should pop-up:



Click on the **Remove All Cookies** button and then on the **OK** button.

5 - Clear the Cache

Click on the **Advanced** category and select the sub-category called **Cache**.

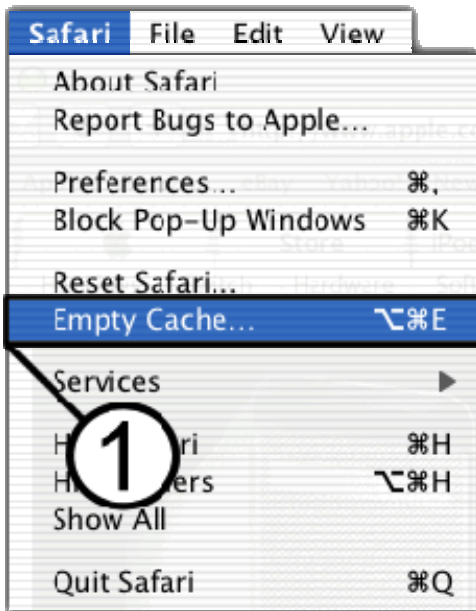


Click on the **Clear Memory Cache** button, and on the **Clear Disk Cache** as well.

6 - Click the **OK** button to go back to Netscape.

SAFARI

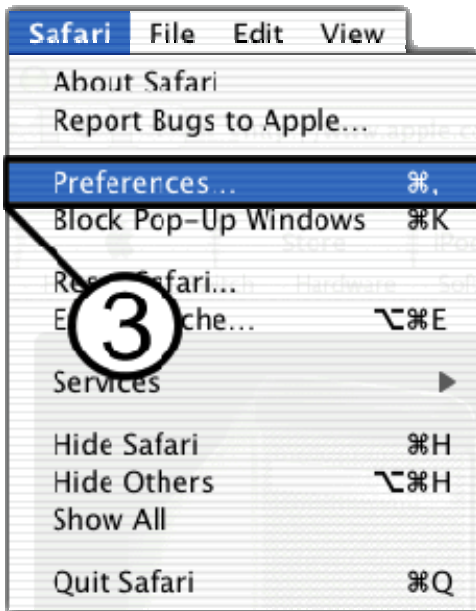
1 - Click on the **Safari** menu and choose **Clear Cache**:



2 - The following dialog box will open. Choose **Empty**:



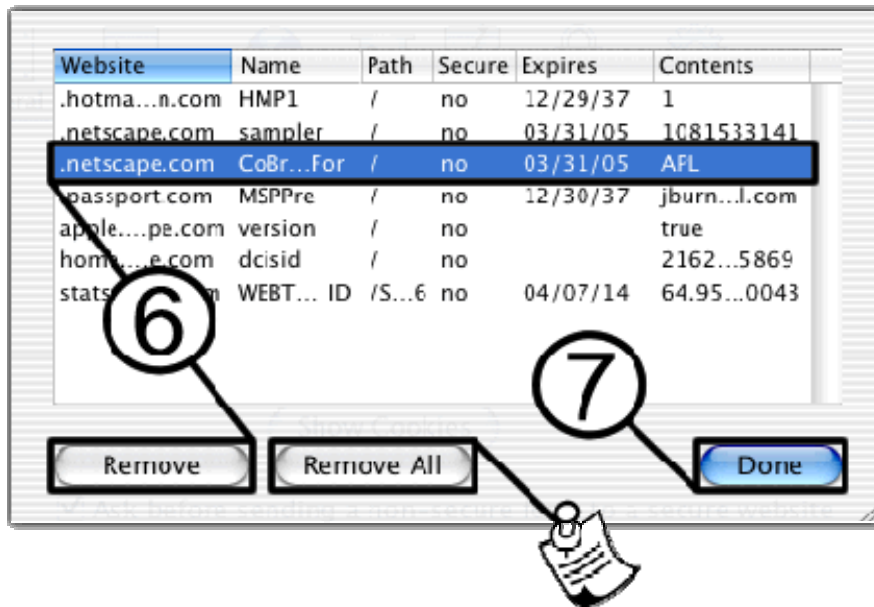
3 - Click on the **Safari** menu again, and this time choose **Preferences**:



4 - From the **Security** dialog box, click on the **Bookmarks** button:



5 - Click on the **Show Cookies** button. You should see a screen like this one:



6 - Click the **Remove** button after selecting the cookies you want to delete, or...

7 - Click the **Remove All** button to remove all your cookies at once.

8 - To **clear the History**, simply click on the **History** menu, and choose **Clear History**.